ITEA Form #6

ACTION PLAN FOR DOMAIN SUBCOMMITTEE

Priority	Description	Req. No.	Date Received	Received From	Assigned To	Completion Date

Priority	Description
1	Critical/emergency request submitted by an agency or the AOC. These requests take precedence over other issues until they are resolved (i.e., time critical Federal or regulatory mandate, a Legislative directive with a short implementation timeframe, etc.).
2	Expedited request the delay of which will hinder normal operations of an agency or the enterprise.
3	Request involving a minor issue (e.g. change of software version from containment to retirement) that do not hinder an agency's ability to operate.
4	Request represents an issue that will take a significant time commitment to complete (e.g. evaluate new line of products) and for which there is no pressing deadline.
5	All other requests. These requests are processed AFTER other outstanding higher priority issues are addressed.